



# CITY OF PORT ORANGE

Department of Community Development  
Engineering Division

CASE NO.  _____
DATE APPLICATION RECEIVED  _____

1000 CITY CENTER CIRCLE, PORT ORANGE, FLORIDA 32129 PHONE: (386) 506-5600 FAX: (386) 506-5699/www.port-orange.org

## RIGHT-OF-WAY VACATION APPLICATION

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Adjacent Property 1 Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_ Parcel No.: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Adjacent Property 2 Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_ Parcel No.: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

*(Provide a separate attachment for additional adjacent properties if necessary)*

Legal Description of the proposed right-of-way vacation area *(provide a separate attachment if necessary)*:  
\_\_\_\_\_

Purpose for the proposed right-of-way vacation: \_\_\_\_\_

- REQUIRED ATTACHMENTS**
1. A current, original, sealed property survey of the proposed easement vacation area and the adjacent properties
  2. A copy of the recorded deeds for the adjacent properties
  3. A property tax payment certification or a copy of the total property tax payment receipt for the adjacent properties
  4. The application processing and recording fee payment of \$250.00
  5. The completed original application form (notarized signatures required on Page 2)

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name : \_\_\_\_\_

**I HEREBY GRANT AUTHORIZATION FOR THE ABOVE LISTED APPLICANT TO ACT ON MY BEHALF:**

Adjacent Property 1 Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Adjacent Property 1 Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**STATE OF FLORIDA  
COUNTY OF VOLUSIA**

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ by \_\_\_\_\_, who [ ] is personally known to me or [ ] who has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public, State of Florida  
*Printed Name, Commission, & Term Expiration Date:*

Adjacent Property 2 Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Adjacent Property 2 Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**STATE OF FLORIDA  
COUNTY OF VOLUSIA**

The foregoing instrument was acknowledged before me by means of [ ] physical presence or [ ] online notarization this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ by \_\_\_\_\_, who [ ] is personally known to me or [ ] who has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public, State of Florida  
*Printed Name, Commission, & Term Expiration Date:*

DATE

County of Volusia  
123 W. Indiana Avenue  
Room 103  
Deland, FL 32720

**SUBJECT: COUNTY AND STATE TAX CERTIFICATE**

To whom it may concern:

I wish to request documentation certifying that all property taxes have been paid at the following location:

Address: \_\_\_\_\_  
Tax Parcel Number: \_\_\_\_\_  
Property Owner(s): \_\_\_\_\_

Please provide the requested documentation to:

City of Port Orange  
Community Development Department  
Engineering Division  
1000 City Center Circle  
Port Orange, FL 32129

The City must receive the documentation before a certain proposal can be scheduled for review and action by the City Council. I would appreciate your prompt attention to this matter for that reason. If you need any further information or you have any questions concerning this matter, you may contact me at phone: \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Applicant

Enclosure

8-27-09 ckg

*SAMPLE LETTER TO UTILITY COMPANIES  
(A response is required from all utility companies)*

*DATE*

*UTILITY COMPANY NAME  
AND ADDRESS*

**SUBJECT: PROPOSED RIGHT-OF-WAY VACATION - STREET NAME, PLATTED  
SUBDIVISION NAME**

Dear Sir:

I wish to request that \_\_\_\_\_ release any interest in or right to the right-of-way as shown per the attached survey and legal description. In order to consider my request for a proposed right-of-way vacation, the City of Port Orange requires an original notarized letter from \_\_\_\_\_ releasing any interest in or right to the specific right-of-way in question. This letter is to be addressed to:

City of Port Orange  
Department of Community Development  
1000 City Center Circle  
Port Orange, FL 32129

The City must receive the requested letter before the proposed right-of-way vacation can be scheduled for review and action by the City Council. For this reason, I would appreciate your prompt attention to this matter. If you wish to contact me or you have any questions concerning this matter, you may contact me at phone \_\_\_\_\_.

Sincerely,

\_\_\_\_\_

Attachments

8/27/09 ckg

## UTILITY COMPANY ADDRESSES

A T & T  
900 North Nova Road  
Daytona Beach, FL 32117  
Phone (386) 254-8550

Florida Power and Light  
3000 Spruce Creek Road  
Port Orange, FL 32129  
Phone (386) 322-3420

People's Gas  
1722 Ridgewood Avenue  
Holly Hill, FL 32117  
Phone (386) 671-2232

Bright House Networks  
1479 South Nova Road  
Daytona Beach, FL 32114  
Phone (386) 760-9950

*The Department of Community Development Representative will assist the applicant with the preparation and time scheduling of this letter and the legal advertisement.*

*DATE*

Daytona Beach News Journal  
Legal Advertisement  
P.O. Box 2831  
Daytona Beach, FL 32120

**SUBJECT: INSTRUCTIONS TO PUBLISHER**

To whom it may concern:

The enclosed legal advertisement is to appear in two weekly issues of the Daytona Beach News Journal. The dates requested for publication are \_\_\_\_\_ and \_\_\_\_\_. Please provide proof of publication to:

City of Port Orange  
Community Development Department  
Engineering Division  
1000 City Center Circle  
Port Orange, FL 32129

The City must receive the proof of publication and proof of your receipt of payment for the advertisement. If you need any further information or you have any questions concerning this matter, you may contact me at phone:

\_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
Applicant

Enclosure

8/27/09 ckg

## LEGAL NOTICE

Notice is hereby given that \_\_\_\_\_ (*applicant(s)*) intend(s) to apply to the City of Port Orange, Volusia County, Florida, to vacate the \_\_\_\_\_ right-of-way, recorded on the plat for the \_\_\_\_\_ Subdivision, Map Book\_\_\_\_, Page(s) \_\_\_\_\_, of the Public Records of Volusia County, Florida and generally located approximately \_\_\_\_\_ feet to \_\_\_\_\_ feet \_\_\_\_\_ of \_\_\_\_\_ Street. For City Council Resolution to Vacate and agenda information, contact Shirley Kelly, Deputy City Clerk, at phone: (386)506-5566; mailing address: City of Port Orange 1000 City Center Circle Port Orange, Florida 32129